



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

January 17, 2017

Closing Date: January 23, 2017

(Position will close after five working days from date of listing or until filled.
Application review will begin on January 24, 2017).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2208-2717

Grade: C112

Arkansas Public School Computer Network (APSCN)

DUTIES:

This position will manage the day-to-day routine office duties, including but not limited to answering the phone, distributing mail, processing travel, gathering time/leave forms, and ordering office supplies. Maintain the Access Database for tracking training contacts and cycle documentation; compose and type routine correspondence and form letters; maintain activity logs and submit reports to supervisors; perform other duties as assigned.

SPECIAL REQUIREMENTS:

Candidate must possess knowledge of record keeping procedures; knowledge of principles of office practices; knowledge of computers and software applications; ability to conduct research and compile data into report form; and ability to communicate both orally and in writing.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUIRED SECRETARIAL SKILLS TEST.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.